



Dealer User Manual

January 2006

Dear Licensed Dealer:

Thank you for electing to file your dealer sales electronically. There are two electronic filing options available to you:

Option 1 - Enter each sale on the department's **Internet NOS Reporting System** Application (see page 7 of the User Manual).

Option 2 - Submit a prescribed file to the department's secure server through Secure **HyperText Transfer Protocol (HTTPS)** (see Page 14 of the User Manual).

You may start filing your sales electronically using Option 1 as soon as you receive an e-mail from the Department of Revenue with your User ID and password. You may use Option 2 as soon as your software has been approved (See Page 14 of the User Manual). In the meantime, you may use Option 1.

You may select either electronic option or change options at anytime as long as you do not file the same sale twice or forget to include any sales. With either option, you must:

- Report all sales (motor vehicle, trailer, all-terrain vehicle, and vessel - both wholesale and retail);
- File sales on a monthly basis or more frequently if you wish;
- Click on "File Sales Report" (see Page 17 of the User Manual) before the 15th of the following month to finalize the previous month's sales. This applies even if you made no sales for the month. This functionality will be available by February 15, 2006;
- Discontinue submitting a paper monthly sales report (DOR-385); and
- Continue to submit the Secure Power of Attorney forms and copies of the corresponding titles to the Dealer Licensing Section by the 15th of the following month.

For more information, go to [Notice of Sale \(NOS\) FAQs](http://www.dor.mo.gov/mvdl/motorv/nos/faq.pdf) (<http://www.dor.mo.gov/mvdl/motorv/nos/faq.pdf>) or call (573) 751-4509.

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Accessing the Internet Notice of Sale (NOS) Reporting System

If you try to access the Internet NOS Reporting System and your browser does not have the required 128 bit encryption, you will receive the message shown. You must download and install the appropriate browser as instructed.



MISSOURI DEPARTMENT OF REVENUE
Notice of Sale Application

Login



It has been determined that your browser does not have the required 128 bit encryption. This level of encryption is needed so that your transaction will be processed over a secure connection to our server.

You may need to download and install a more recent version of Microsoft Internet Explorer or Netscape Navigator before you can continue.

Click on one of the pictures below to go to the download site for the browser of your choice. Download and install the browser as instructed, then return to the first page of this site to begin your Notice of Sale transaction.

· Dealers · Motor Vehicle & Driver Services ·

Login

Step 1: First time users:

Enter your User ID and password
(see e-mail confirmation from
DOR);

Change your password; and

Enter your User ID and new
password and click "Submit."

If you are a motor vehicle dealer
and a boat dealer, use your motor
vehicle dealer User ID and
password to log in.

If you enter the incorrect User
ID/Password, click on "Reset" to
clear those fields and re-enter the
correct User ID/Password.

Forgotten your password? Click on
"Forgot your password?" and you
will be prompted to submit an e-
mail to the department requesting
that your password be reset.



The screenshot shows the login interface for the Missouri Department of Revenue's Notice of Sale Application. At the top, a green banner features a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". Below this, on the left, is a green sidebar with a "Login" link and the Missouri state seal. The main content area is white and contains the text "Please sign on:" followed by input fields for "User Id" (containing "D1234") and "Password" (masked with dots). Below these fields are "Reset" and "Submit" buttons. A link for "Forgot your password?" is also present. A large, faint watermark of the Missouri state seal is visible in the background. At the bottom, a green footer bar contains the text "Dealers · Motor Vehicle & Driver Services ·".

Login

Step 2: Read the declaration information and click "Accept."



The image shows a screenshot of the Missouri Department of Revenue's "Notice of Sale Application" web page. The header is green with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". On the left is a vertical green bar with the Missouri state seal. The main content area is white and features the text "NOTICE OF SALE", "Welcome MICHELLE BARBARICK", and a red italicized warning: "Reports must be filed by the 15th day of the month for the previous month". Below this is a declaration statement: "As an officer, partner, or owner of the dealership, I hereby certify that the information that I send electronically is true to the best of my knowledge." At the bottom of the declaration are two buttons: "Decline" and "Accept". A footer bar at the bottom contains the links: "Dealers", "Motor Vehicle & Driver Services", and "Contact".

MISSOURI DEPARTMENT OF REVENUE
Notice of Sale Application

NOTICE OF SALE

Welcome MICHELLE BARBARICK

"Reports must be filed by the 15th day of the month for the previous month"

As an officer, partner, or owner of the dealership, I hereby certify that the information that I send electronically is true to the best of my knowledge.

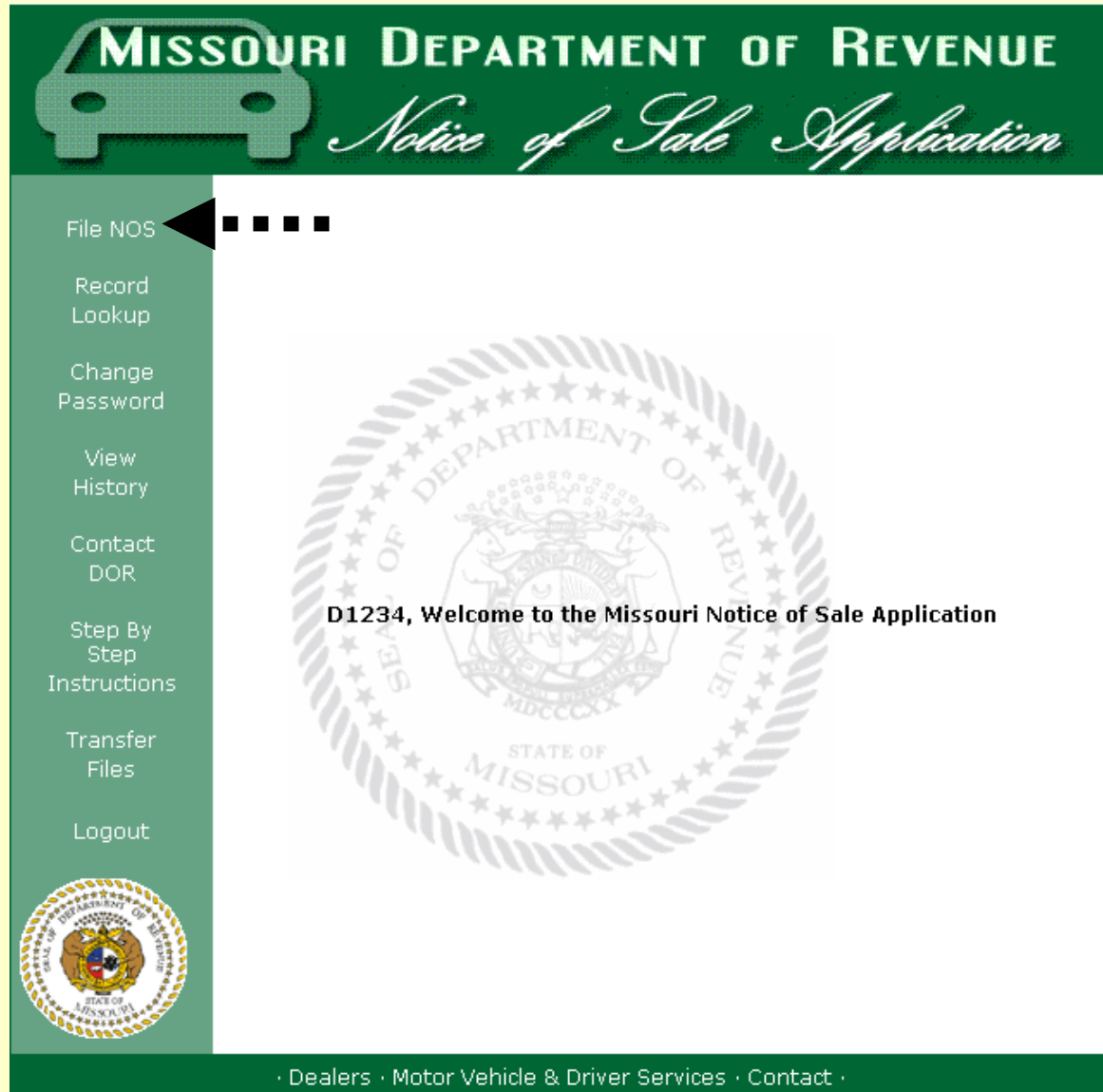
· Dealers · Motor Vehicle & Driver Services · Contact ·

Filing Sales Using the Internet NOS Application

Step 1: To file a sales record one at a time, click "**File NOS**" on the left-hand side bar.

Sales must be filed monthly or more frequently as determined by the dealer.

Filing sales electronically eliminates submitting the paper monthly sales report (DOR-385).



Filing Sales Using the Internet NOS Application

Step 2: Enter the vehicle information:

- Select the type of vehicle from the drop-down menu;
- Select type of sale from the drop-down menu. All sales must be reported (retail and wholesale); and
- Respond to the question asking if the vehicle is new.
 - If "No" is selected, you will be asked if the vehicle is titled by another state.
 - ◆ If "No" is selected, you will be prompted to enter the title number (if available – or click "Continue") and the last six digits of the VIN/HIN. Click "Continue."
 - If "Yes" is selected, click "Continue" and go to Step 3.

The screenshot shows the 'File Notice of Sale' form for the Missouri Department of Revenue. The header features a car icon and the text 'MISSOURI DEPARTMENT OF REVENUE Notice of Sale Application'. A left sidebar contains navigation links: 'File NOS', 'Record Lookup', 'Change Password', 'View History', 'Contact DOR', 'Step By Step Instructions', 'Transfer Files', and 'Logout'. The main form area is titled 'File Notice of Sale' and 'Vehicle Information part-1'. It includes two dropdown menus: 'Select type of vehicle' (set to 'Passenger vehicle') and 'Select type of sale' (set to 'Sold to Missouri individual'). There are two radio button questions: 'Is this a new vehicle?' (with 'No' selected) and 'Is this vehicle titled by another state?' (with 'No' selected). Below these, there are input fields for 'Title : TG344352' and 'VIN/HIN : 122912', with a note '(Last 6 digits)' under the VIN/HIN field. A 'Continue' button is at the bottom right. The footer contains links: 'Dealers · Motor Vehicle & Driver Services · Contact ·'. A large, faint watermark of the Missouri Department of Revenue seal is visible in the background.

Filing Sales Using the Internet NOS Application

Step 3: If the vehicle is new, the current title is not a Missouri title, or you do not have the Missouri title number:

- Enter the four digit year;
- Select the make from the drop-down menu. If the make is not listed, select "other" and enter the make abbreviation (up to five characters);
- Enter the model (up to 10 positions);
- Enter the full VIN/HIN (please verify the HIN/VIN is correct);
- Select the body style from the drop-down menu; and
- "Confirm" that the vehicle information is correct.

The screenshot shows the 'Missouri Department of Revenue Notice of Sale Application' web interface. On the left is a green sidebar with navigation links: 'File NOS', 'Record Lookup', 'Change Password', 'View History', 'Contact DOR', 'Step By Step Instructions', 'Transfer Files', and 'Logout'. Below the links is the Missouri state seal. The main content area has a green header with a car icon and the text 'MISSOURI DEPARTMENT OF REVENUE Notice of Sale Application'. The form is titled 'File Notice of Sale' and 'Vehicle Information part-2'. It contains input fields for 'Vehicle year' (2006), 'Vehicle make' (LINC), 'Vehicle model' (Zephyr), and 'VIN/HIN' (3LNHM26126R611946). A 'Vehicle body style' dropdown menu is set to 'FOUR DOOR'. A 'Confirm' button is at the bottom right. A large, faint watermark of the Missouri state seal is visible in the background of the form area. At the bottom of the page is a green footer with links: 'Dealers', 'Motor Vehicle & Driver Services', and 'Contact'.

MISSOURI DEPARTMENT OF REVENUE
Notice of Sale Application

File NOS
Record Lookup
Change Password
View History
Contact DOR
Step By Step Instructions
Transfer Files
Logout

File Notice of Sale
Vehicle Information part-2

Vehicle year : 2006 4 digits(yyyy) Vehicle make: LINC
Vehicle model : Zephyr VIN/HIN: 3LNHM26126R611946
(Please verify the VIN/HIN is correct and confirm)
Vehicle body style : FOUR DOOR

Confirm

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Filing Sales Using the Internet NOS Application

Step 3 Continued: If you entered a Missouri title number and the year, make, and VIN/HIN is already populated, do the following:

- Enter the model (limited to 10 characters);
- Select the body style from the drop-down menu; and
- "Confirm" that the vehicle information is correct.

The screenshot shows the Missouri Department of Revenue's "Notice of Sale Application" web form. The header features a green banner with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left sidebar contains navigation links: "File NOS", "Record Lookup", "Change Password", "View History", "Contact DOR", "Step By Step Instructions", "Transfer Files", and "Logout". The main content area is titled "File Notice of Sale" and "Vehicle Information part-2". It contains input fields for "Vehicle year" (2006), "Vehicle make" (LINC), "Vehicle model" (Zephyr), and "VIN/HIN" (3LNHM26126R611946). A "Vehicle body style" dropdown menu is set to "FOUR DOOR". A "Confirm" button is at the bottom. A large, faint watermark of the Missouri state seal is visible in the background. The footer includes links for "Dealers", "Motor Vehicle & Driver Services", and "Contact".

MISSOURI DEPARTMENT OF REVENUE
Notice of Sale Application

File NOS
Record Lookup
Change Password
View History
Contact DOR
Step By Step Instructions
Transfer Files
Logout

File Notice of Sale
Vehicle Information part-2


Vehicle year : 2006 4 digits/yyyy Vehicle make: LINC
Vehicle model : Zephyr VIN/HIN: 3LNHM26126R611946
(Please verify the VIN/HIN is correct and confirm)
Vehicle body style : FOUR DOOR
Confirm

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Filing Sales Using the Internet NOS Application

Step 4: Enter the following sale and purchaser's information:


- Date of sale (the year must be four digits);
- Net price. Only enter whole dollar amounts (optional);
- Odometer reading. Exclude 10ths (odometer reading is not required for all-terrain vehicles or vehicles over 10 years old);
- Temporary permit. Record the permit number if one was issued;
- Name, Address, City, State, Zip;
- Driver license number and date of birth of the first purchaser listed if there are multiple purchasers (this is optional information); and
- Click "Submit."



MISSOURI DEPARTMENT OF REVENUE

Notice of Sale Application

[File NOS](#)
[Record Lookup](#)
[Change Password](#)
[View History](#)
[Contact DOR](#)
[Step By Step Instructions](#)
[Transfer Files](#)
[Logout](#)



File Notice of Sale

Sale Information

Date of sale: Net price: Odometer:
(mm/dd/yyyy) (Do not enter cents)

Temporary permit:

Purchaser Information

Name:
(Last, First, Middle initial)

Address:

City:

State:

Zip code:

Driver's license number:

Date of birth:
(mm/dd/yyyy)

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Filing Sales Using the Internet NOS Application

Step 5: Review the sales record for correct information.

If corrections are needed, click "Back to Edit" and correct the record.

Otherwise, click "Submit."

If there is a problem with the transmission/record, you will receive a failure page with further instructions.



MISSOURI DEPARTMENT OF REVENUE

Notice of Sale Application

[File NOS](#)
[Record Lookup](#)
[Change Password](#)
[View History](#)
[Contact DOR](#)
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[Transfer Files](#)
[Logout](#)



NOTICE OF SALE

Vehicle Information

Type of Vehicle: Passenger vehicle
Odometer: 21
Vehicle Title Number: XXXXXX
Title state: XX
Year: 2006
Make: LINC
VIN/HIN: 3LNHM26126R611946
Model: ZEPHY
Body style: FOUR DOOR

Sale Information

Date of Sale: 01/03/2006
Net Price: \$33,250.00
Type of Sale: TAXABLE

Purchaser Information

Purchaser's Name: DOE JANE A
Street address: 1234 RIVER ST
City: JEFFERSON CITY
State: MO
Zip code: 65105
Purchaser's Driver License Number: R123456789
Purchaser's Date of Birth: 03/21/1970

Please verify the above information before submitting. To change incorrect information, please press 'Back to Edit' button.

[BACKTOEDIT](#) [SUBMIT](#)

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Filing Sales Using the Internet NOS Application

Step 6: The confirmation receipt is confirmation that you have successfully submitted the sales record to the Department of Revenue. The receipt will contain a NOS control number at the top of the page. You may print your confirmation receipt for your records, file another NOS, or logout. You are not required to print the confirmation page since you can access your sales records from the "Record Lookup" function.

If the system goes down while you are filing a sales record, to determine if the sale was successfully submitted, access the "Record Lookup" function to see if the sales record can be retrieved. If the sale cannot be retrieved, you must re-enter the record.



MISSOURI DEPARTMENT OF REVENUE

Notice of Sale Application

[File NOS](#)
[Record Lookup](#)
[Change Password](#)
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[Logout](#)



NOTICE OF SALE

CONFIRMATION RECEIPT

NOS Control Number: 1112189D

Vehicle Information

Type of Vehicle: Passenger vehicle
Odometer: 21
Vehicle Title Number: XXXXXX
Title state: XX
Year: 2006
Make: LINC
VIN/HIN: 3LNHM26126R611946
Model: ZEPHY
Body style: FOUR DOOR

Sale Information

Date of Sale: 01/03/2006
Net Price: \$33,250.00
Type of Sale: TAXABLE

Purchaser Information

Purchaser's Name: DOE JANE A
Street address: 1234 RIVER ST
City: JEFFERSON CITY
State: MO
Zip code: 65105
Purchaser's Driver License Number: R123456789
Purchaser's Date of Birth: 03/21/1970

[PRINT](#) [File Another NOS](#) [LOGOUT](#)

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Filing Sales Using Special Front-End Software (HTTPS)

This option allows a dealer to file each sale (motor vehicle, trailer, all-terrain vehicle, or vessel) in one file using the dealer's current front-end software. Sales are filed on a monthly basis or more frequently as determined by the dealer. The file format developed by your software vendor (or your dealership) must first be approved by the department. Click on "Approved Vendor/Dealer Software" to see which vendor/dealership file formats have been approved. If your file format has not been approved yet, you may file your sales one at a time by clicking on "File NOS."

The screenshot shows the Missouri Department of Revenue's "Notice of Sale Application" website. The header features a green banner with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left sidebar contains a menu with the following items: "File NOS", "Record Lookup", "Change Password", "View History", "Contact DOR", "Step By Step Instructions", "Transfer File", and "Logout". The main content area displays a large, faint circular seal of the Missouri Department of Revenue. Overlaid on this seal is the text "D7100, Welcome to the Missouri Notice of Sale Application" and a green link "Approved Vendor/Dealer Software". A black arrow points from the text "Approved Vendor/Dealer Software" in the sidebar menu to the green link in the main content area. Another black arrow points from the green link in the main content area to a separate browser window. The browser window, titled "Notice of Sales - Approved Software - Microsoft ...", displays the same green link "Approved Vendor/Dealer Software" and a list of approved software vendors: Adams, Arkona, Automate, and Innovative Dealers. A link "[Click here to close this window]" is also visible in the browser window.

File NOS

Record Lookup

Change Password

View History

Contact DOR

Step By Step Instructions

Transfer File

Logout

D7100, Welcome to the Missouri Notice of Sale Application

Approved Vendor/Dealer Software

Notice of Sales - Approved Software - Microsoft ...

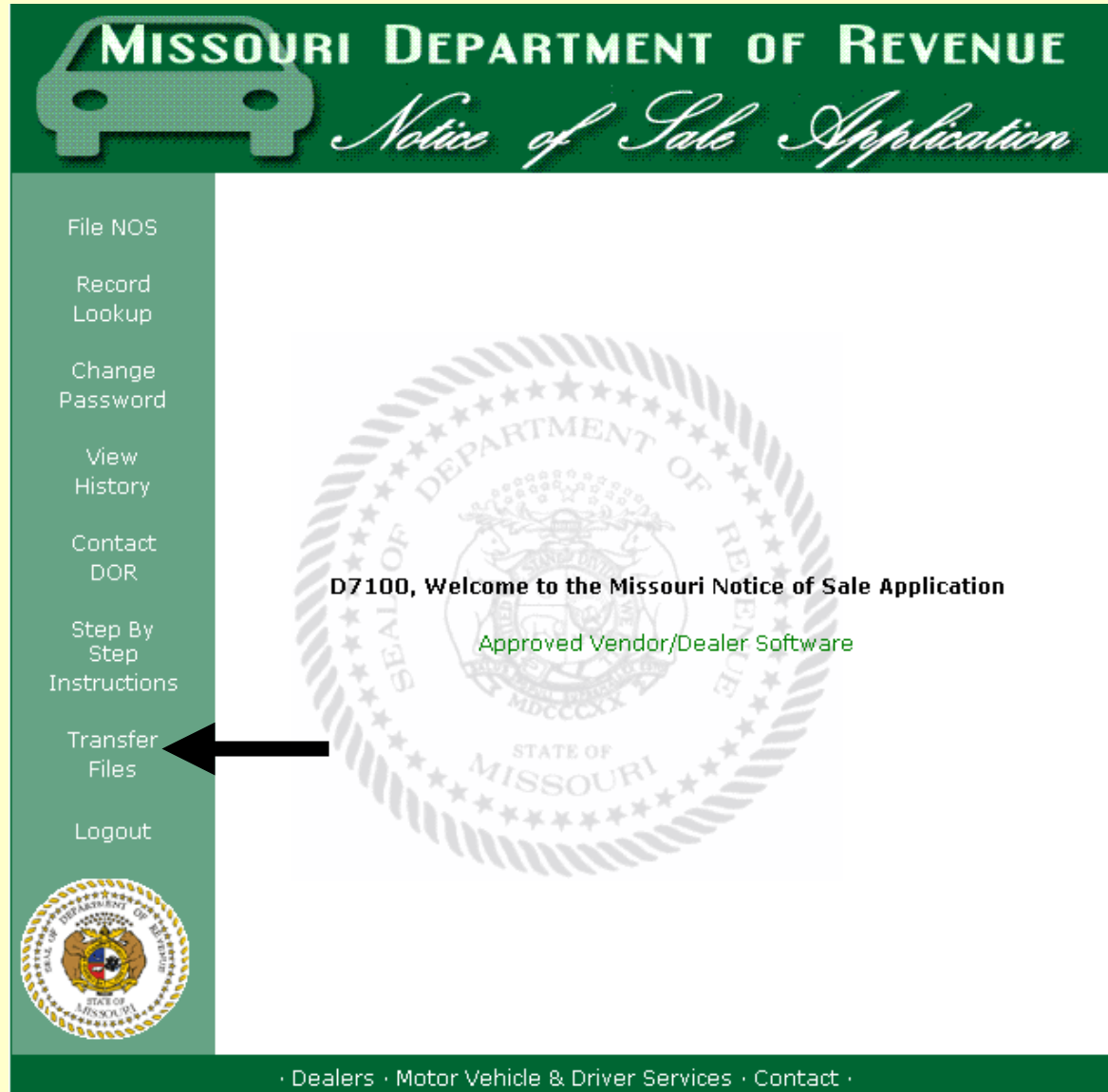
Approved Vendor/Dealer Software

[Click here to close this window]

- Adams
- Arkona
- Automate
- Innovative Dealers

Filing Sales Using Special Front-End Software (HTTPS)

Step 1: To submit/upload your file, click on “**Transfer Files**” on the left-hand side bar.



The screenshot displays the Missouri Department of Revenue's "Notice of Sale Application" portal. The header features a green banner with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left-hand navigation bar lists several options: "File NOS", "Record Lookup", "Change Password", "View History", "Contact DOR", "Step By Step Instructions", "Transfer Files", and "Logout". A black arrow points to the "Transfer Files" option. The main content area shows a large, faint circular seal of the Missouri Department of Revenue. Overlaid on the seal is the text "D7100, Welcome to the Missouri Notice of Sale Application" and "Approved Vendor/Dealer Software". At the bottom of the page, a green footer bar contains the text "Dealers · Motor Vehicle & Driver Services · Contact ·".

MISSOURI DEPARTMENT OF REVENUE
Notice of Sale Application

File NOS
Record Lookup
Change Password
View History
Contact DOR
Step By Step Instructions
Transfer Files
Logout

D7100, Welcome to the Missouri Notice of Sale Application
Approved Vendor/Dealer Software

Dealers · Motor Vehicle & Driver Services · Contact ·

Filing Sales Using Special Front-End Software (HTTPS)

Step 2: File Upload:

- Enter path and file name in the data file field *or* click on "Browse," select the file from your computer, and click "Open."
- Click "Upload" to transfer files to the department.

Filing sales electronically eliminates submitting the paper monthly sales report (DOR-385).

The screenshot shows the 'File Upload' section of the 'Notice of Sale Application' portal. The header features the Missouri Department of Revenue logo and the title 'Notice of Sale Application'. The page is titled 'File Transfer' and 'File Upload'. A text input field is labeled 'Enter data file below:' with a 'Browse...' button. Below the input field are 'Upload' and 'Cancel' buttons. A large, faint watermark of the Missouri Department of Revenue seal is visible in the background. The left sidebar contains a menu with the following items: File NOS, Record Lookup, Change Password, View History, Contact DOR, Step By Step Instructions, Transfer Files, and Logout. At the bottom of the sidebar is the Missouri Department of Revenue seal. The footer contains the text: 'Dealers · Motor Vehicle & Driver Services · Contact ·'.

MISSOURI DEPARTMENT OF REVENUE
Notice of Sale Application

File Transfer

File Upload

Enter data file below:

Browse...

Upload Cancel

Approved Vendor/Dealer Software

SEAL OF DEPARTMENT OF REVENUE
STATE OF MISSOURI
MDCCCXX

DEPARTMENT OF REVENUE
STATE OF MISSOURI

Dealers · Motor Vehicle & Driver Services · Contact ·

File Sales Report

(Option will be available soon)

Once you filed all sales for the month (or if you made no sales during the month) you must finalize/file your sales report **no later than the 15th day of the month following the month in which the sales occurred to avoid discipline or a \$300 penalty.** This applies regardless of which electronic filing method you used.

Step 1: To finalize your sales report, click “**File Sales Report**” on the left-hand side bar.

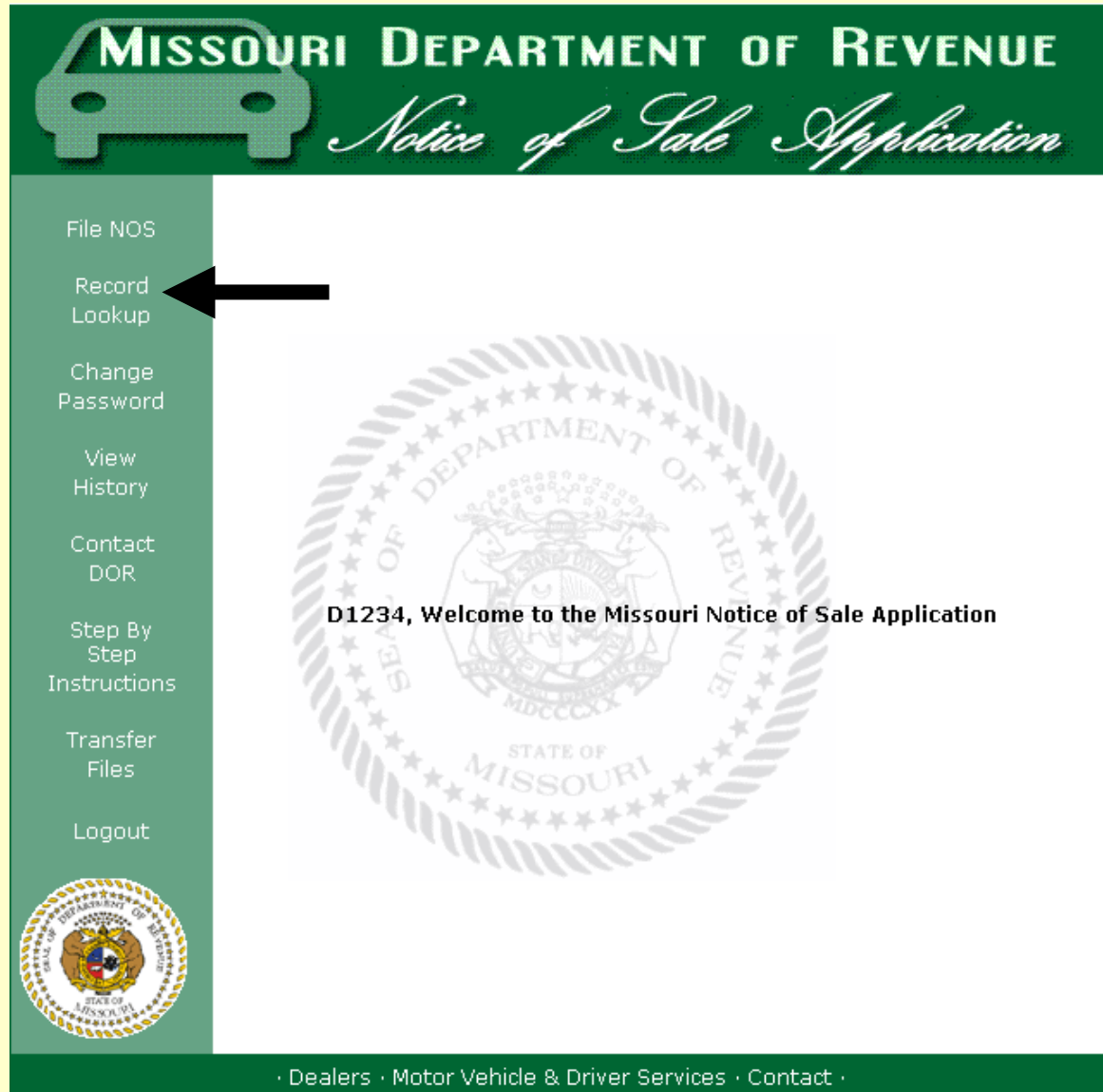
Step 2: Select the month for which you are reporting from the drop down box;

Enter the year of the report; and
Click “File Sales Report.”

The screenshot shows the Missouri Department of Revenue's "Notice of Sale Application" web page. The header features a green banner with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". The main content area is titled "NOTICE OF SALE" and "File Sales Report". It includes a form with a "Month" dropdown menu set to "January" and a "Year" input field. Below the form is a button labeled "FILE SALES REPORT". On the left side, there is a vertical menu with links: "File NOS", "Record Lookup", "Change Password", "View History", "Contact DOR", "Step By Step Instructions", "File Sales Report" (highlighted with a black arrow), "Transfer Files", and "Logout". At the bottom of the menu is the Missouri Department of Revenue seal. The footer contains links for "Dealers", "Motor Vehicle & Driver Services", and "Contact".

Record Lookup

Step 1: To view a sales record you have filed, click **"Record Lookup"** on the left-hand side bar. To review multiple records at one time, see "View History" on page 25.



The screenshot displays the Missouri Department of Revenue's "Notice of Sale Application" web application. The header features a green banner with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left-hand navigation menu lists several options: "File NOS", "Record Lookup", "Change Password", "View History", "Contact DOR", "Step By Step Instructions", "Transfer Files", and "Logout". A black arrow points to the "Record Lookup" option. The main content area shows a large, faint watermark of the Missouri Department of Revenue seal and the text "D1234, Welcome to the Missouri Notice of Sale Application". At the bottom, a green footer contains the text "Dealers · Motor Vehicle & Driver Services · Contact ·".

MISSOURI DEPARTMENT OF REVENUE
Notice of Sale Application

File NOS
Record Lookup
Change Password
View History
Contact DOR
Step By Step Instructions
Transfer Files
Logout

D1234, Welcome to the Missouri Notice of Sale Application

Dealers · Motor Vehicle & Driver Services · Contact ·

Record Lookup

Step 2: Enter NOS lookup information:

- Select the type of vehicle from the drop-down menu;
- For units other than a boat or documented vessel, either enter the NOS control number or select the make from the drop-down menu and enter the year and VIN. If the make is not displayed, select other and enter the make abbreviation (up to five characters);
- If you select boat or documented vessel as the vehicle type, enter the NOS control number or VIN/HIN; and
- Click "Perform Lookup."



The screenshot displays the Missouri Department of Revenue website's "Notice of Sale Application" page. The header features a green banner with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left sidebar contains navigation links: "File NOS", "Record Lookup", "Change Password", "View History", "Contact DOR", "Step By Step Instructions", "Transfer Files", and "Logout". Below the sidebar is the Missouri state seal. The main content area is titled "Notice Of Sale Lookup Request" and contains a form with the following fields: "Select A Type of Vehicle" (a dropdown menu set to "Passenger vehicle"), "Enter Either" (a section header), "NOS Control Number" (a text box containing "1112045D"), "Or" (a section header), "Vehicle Make" (a dropdown menu set to "Other" with an adjacent text box), "Vehicle Year" (a text box), and "VIN/HIN" (a text box). A green "Perform Lookup" button is located below the form. The footer of the page includes the text "Dealers · Motor Vehicle & Driver Services · Contact ·".

Record Lookup

Step 3: Click "Print" to print the record or select another option from the left-hand side bar.



MISSOURI DEPARTMENT OF REVENUE

Notice of Sale Application

File NOS

Record Lookup

Change Password


View History

Contact DOR

Step By Step Instructions

Transfer Files

Logout



NOTICE OF SALE

RECORD LOOKUP RESULTS

NOS Control Number 1112045D

Vehicle Information

Type of Vehicle
Odometer 21
Title Number XXXXXX
Title State XX
Year 2006
Make LINC
Body Style
VIN/HIN 3LNHM26126R611946

Sale Information

Date of Sale 1/3/2006
Net Price \$33,250.00
Type of Sale TAXABLE
Temp Permit# ABC123

Purchaser Information

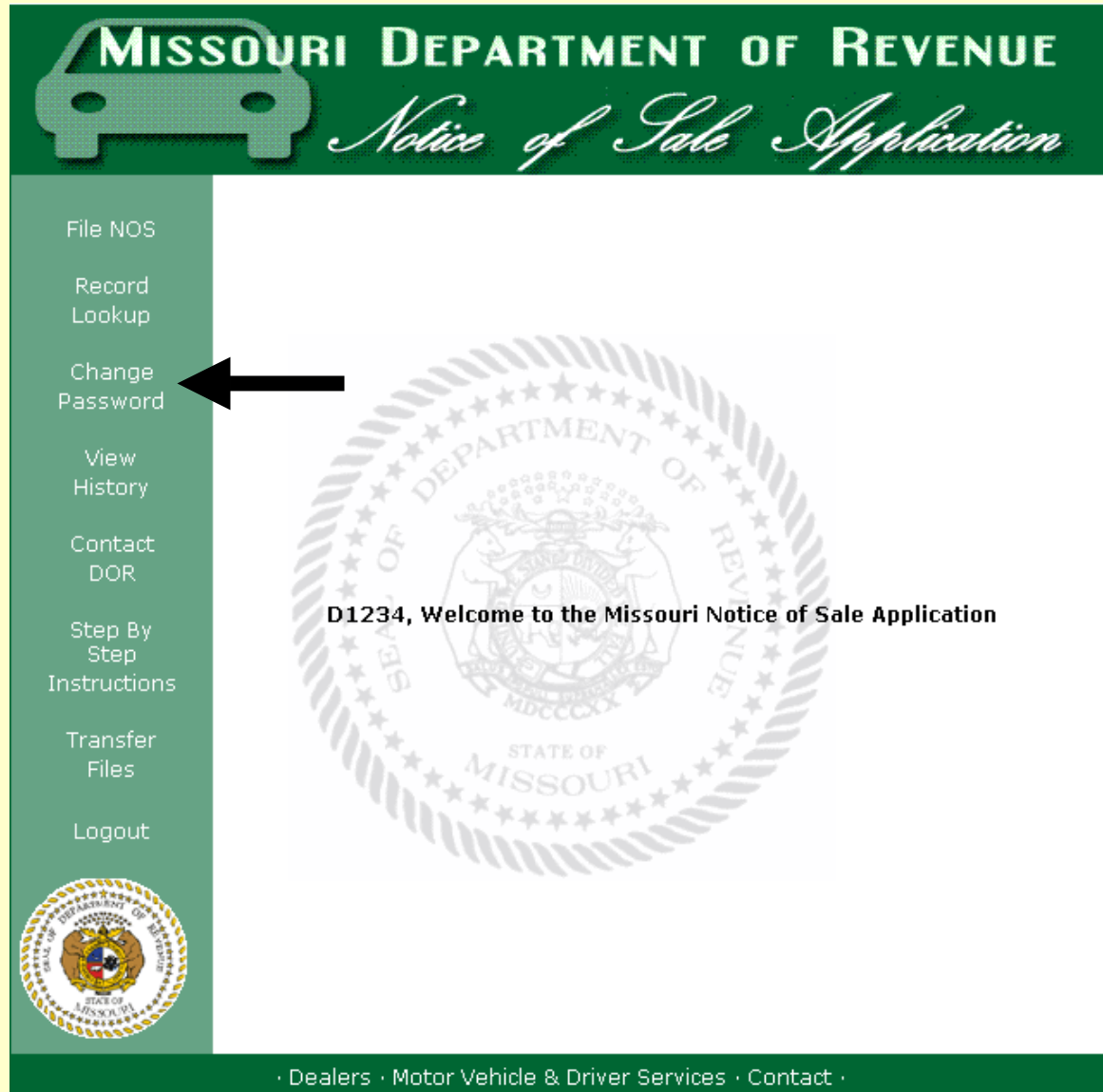
Purchaser's Name DOE JANE A
Street Address 1234 RIVER ST
City JEFFERSON CITY
State MO
Zip Code 65105

PRINT

· Dealers · Motor Vehicle & Driver Services · Contact ·

Change Password

Step 1: To change your password, click "**Change Password**" on the left-hand side bar.



Change Password

Step 2: Please do the following:

- Enter your current password in the old password field;
- Press the tab key;
- Enter your new password (must be at least 8 characters);
- Press the tab key again;
- Re-enter your new password; and
- Click "Submit."



The screenshot displays the Missouri Department of Revenue's "Notice of Sale Application" interface. At the top, a green banner features a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left-hand menu lists various options: File NOS, Record Lookup, Change Password (highlighted), View History, Contact DOR, Step By Step Instructions, Transfer Files, and Logout. The main content area is titled "Change Password" and prompts the user to "Please type your old password and confirm your new password:". It shows a "User Id D1234" and three password input fields labeled "Old Password", "New Password", and "Confirm New Password", each with a masked password of seven dots. A "Submit" button is located below the fields. A large, faint watermark of the Missouri state seal is visible in the background. The footer contains navigation links: "Dealers · Motor Vehicle & Driver Services · Contact ·".

MISSOURI DEPARTMENT OF REVENUE
Notice of Sale Application

File NOS
Record Lookup
Change Password
View History
Contact DOR
Step By Step Instructions
Transfer Files
Logout

Change Password

Please type your old password and confirm your new password:

User Id D1234

Old Password [Masked Password]

New Password [Masked Password]

Confirm New Password [Masked Password]

Submit

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Change Password

Step 3: This screen informs you that the information was updated successfully. To continue, click any option, or click "Logout" to exit the system.

MISSOURI DEPARTMENT OF REVENUE
Notice of Sale Application

- File NOS
- Record Lookup
- Change Password
- View History
- Contact DOR
- Step By Step Instructions
- Transfer Files
- Logout

MICHELLE , your password has been successfully changed.

Dealers · Motor Vehicle & Driver Services · Contact ·

Resetting Password

If you have forgotten your password, click on “Forgot your password?” at the login screen and you will be prompted to submit an e-mail to the department requesting that your password be reset.

If you have other questions regarding your password or have entered your user ID and password correctly but are getting a Login Failure message, click “**Contact DOR**” on the left-hand side bar and you will be prompted to submit an e-mail to the department addressing your password issue.



The screenshot shows the login interface for the Missouri Department of Revenue's Notice of Sale Application. At the top, there is a green header with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". Below this, on the left, is a green sidebar with a "Login" link and the Missouri Department of Revenue seal. The main content area is white and features a large, faint background seal of the Missouri Department of Revenue. In the center, there is a "Please sign on:" section with two input fields: "User Id" and "Password". Below these fields are two buttons: "Reset" and "Submit". A black arrow points from the "Forgot your password?" link, which is located below the "Submit" button, to the left sidebar.

MISSOURI DEPARTMENT OF REVENUE
Notice of Sale Application

Login

Seal of the Department of Revenue
STATE OF MISSOURI

Please sign on:

User Id

Password

Reset Submit

[Forgot your password?](#)

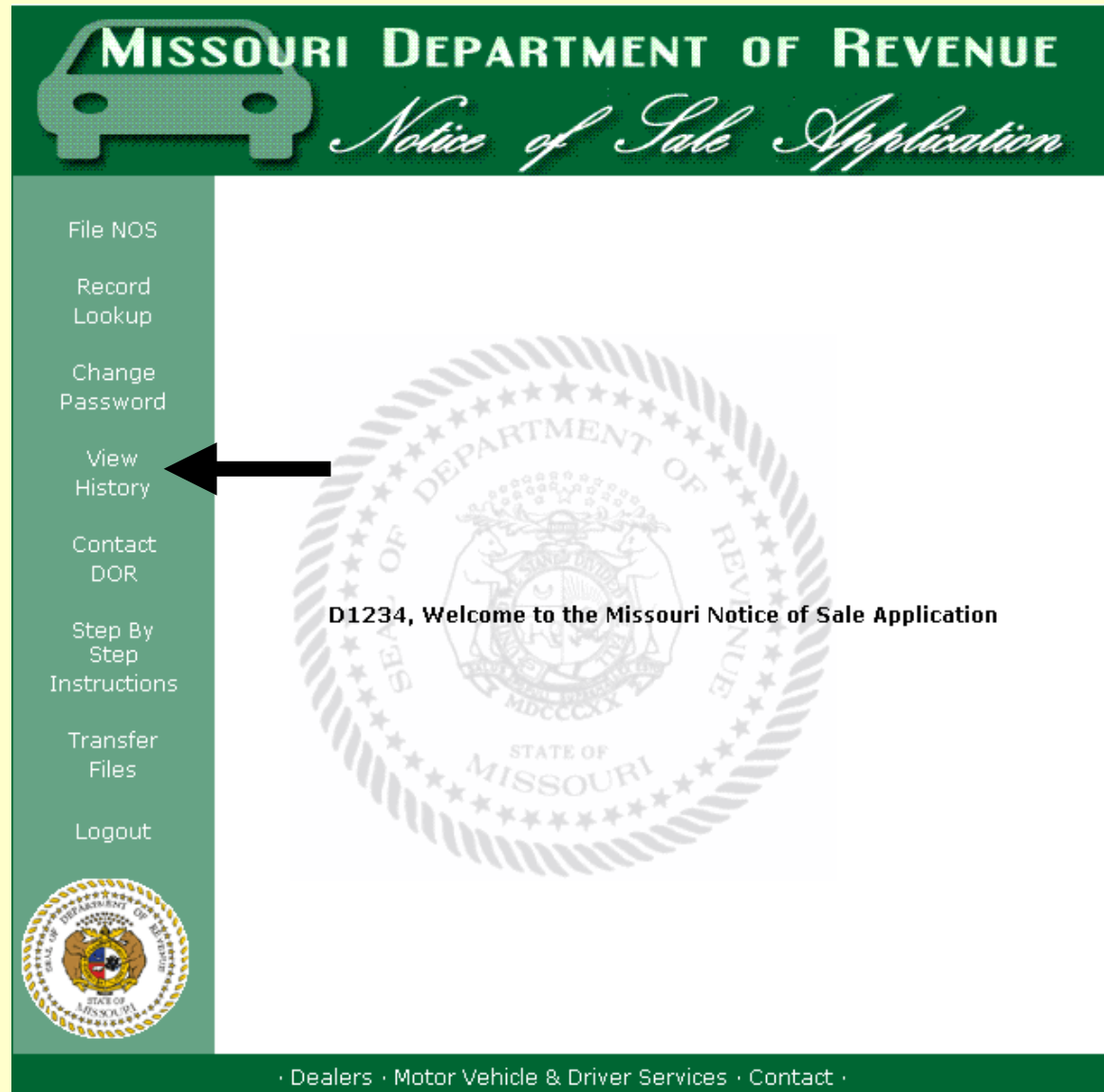
Seal of the Department of Revenue
STATE OF MISSOURI

· Dealers · Motor Vehicle & Driver Services ·

View History

Step 1: To view multiple sales records that you have filed, click "**View History**" on the left-hand side bar.

In the near future, you will be able to print a monthly report containing all sales information as well as your sales totals.



View History

Step 2: You may view and print previous sales records for the month or for a particular date range based on the option you select:

- Click on "History by Month" and enter the month and year of the report you want and click "Get History."
- Click on "History by Date Range" and enter the month, day, and four-digit year of both the first record and last record you are searching for.



The screenshot shows the Missouri Department of Revenue website. At the top, there is a green header with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". Below the header is a sidebar with a green background containing links: "File NOS", "Record Lookup", "Change Password", "View History", "Contact DOR", "Step By Step Instructions", "Transfer Files", and "Logout". The main content area is white and features a large, faint watermark of the Missouri Department of Revenue seal. In the center, there is a "VIEW HISTORY" section. It contains two radio buttons: "History by Month" (selected) and "History by Date Range". Under "History by Month", there are input fields for "Enter Month" (with "01" entered) and "Enter Year" (with "2006" entered). Under "History by Date Range", there are input fields for "Start Date" and "End Date". At the bottom of this section is a green button labeled "GET HISTORY". At the bottom of the page, there is a green footer with the text "Dealers · Motor Vehicle & Driver Services · Contact ·".

MISSOURI DEPARTMENT OF REVENUE
Notice of Sale Application

File NOS
Record Lookup
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VIEW HISTORY

☒ History by Month
Enter Month
Enter Year
☐ History by Date Range
Start Date
End Date

GET HISTORY

Dealers · Motor Vehicle & Driver Services · Contact ·

View History

Step 3: Click "Print" to print the history data or select another option from the left-hand side bar.

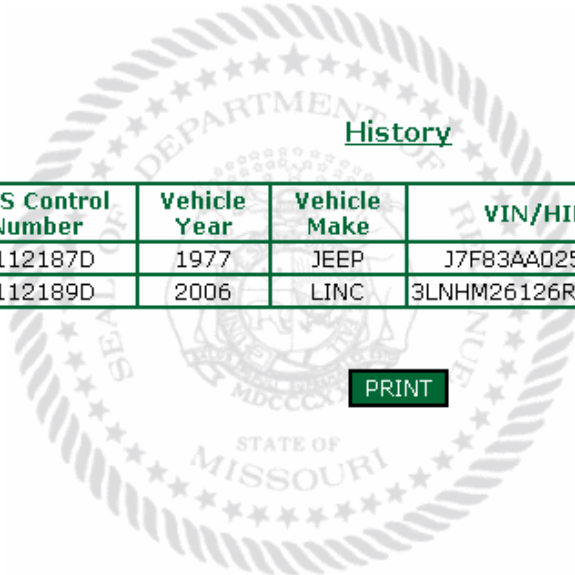
To view a different set of history records, click on your browser's "back" button and enter a different month or date range.



MISSOURI DEPARTMENT OF REVENUE

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History

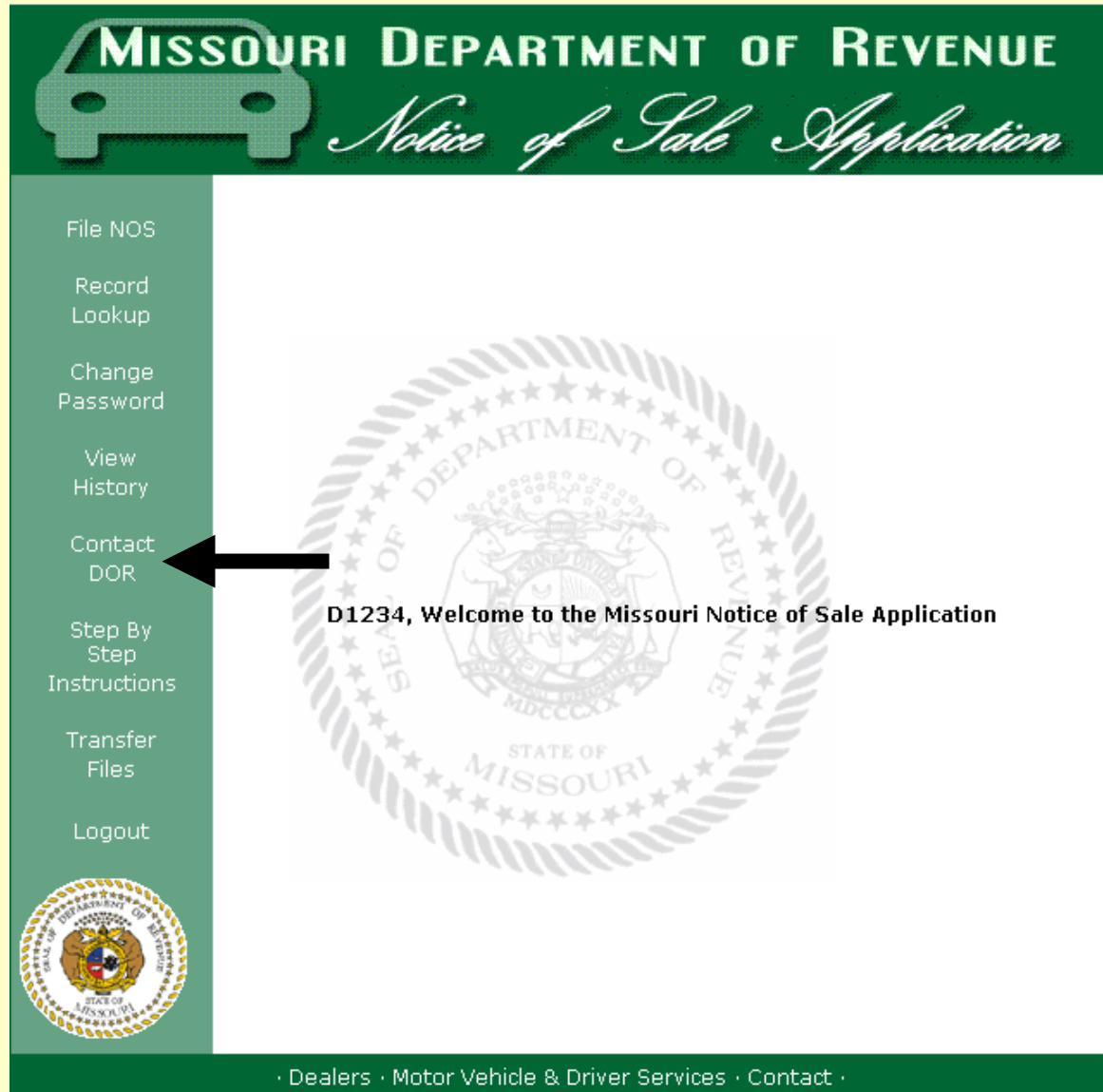
NOS Control Number	Vehicle Year	Vehicle Make	VIN/HIN	Purchaser's Name
1112187D	1977	JEEP	J7F83AA025710	SMITH JOHN A
1112189D	2006	LINC	3LNHM26126R611946	DOE JANE A

[PRINT](#)

[Dealers](#) · [Motor Vehicle & Driver Services](#) · [Contact](#)

Contact Department of Revenue (DOR)

Step 1: To contact the Department of Revenue, click **"Contact DOR"** on the left-hand side bar.




Contact Department of Revenue (DOR)

Step 2: Select the subject from the drop-down menu;

Enter your comments in the E-Mail content space;

Click "Submit E-Mail."


The appropriate staff member will respond to you.



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Contact DOR

Dealer Name
User Id D1234
Name MICHELLE Barbarick
Email Address MICHELE.BARBARICK@DOR.MO.GOV
Email Subject

Choose A Subject
Choose A Subject
Administrative Account/Password Issues
Motor Vehicle/NOS Processing Issues
Technical/Website Issues

Email Content

Submit Email

· Dealers · Motor Vehicle & Driver Services · Contact ·

Contact Department of Revenue (DOR)

Step 3: The screen indicates the message was sent successfully.

To continue, click on any option, or click "Logout" to exit the system.



The screenshot displays the Missouri Department of Revenue (DOR) website interface. At the top, a green banner features a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left sidebar contains a menu with options: File NOS, Record Lookup, Change Password, View History, Contact DOR, Step By Step Instructions, Transfer Files, and Logout. The main content area shows a confirmation message: "MICHELLE , the following message was sent successfully:" followed by "Email Subject NOS - Administrative Account/Password Issues" and "Email Content Test Only". A large, faint circular seal of the State of Missouri is visible in the background. The footer includes a navigation bar with links: "Dealers", "Motor Vehicle & Driver Services", and "Contact".

MISSOURI DEPARTMENT OF REVENUE
Notice of Sale Application

File NOS
Record Lookup
Change Password
View History
Contact DOR
Step By Step Instructions
Transfer Files
Logout

MICHELLE , the following message was sent successfully:

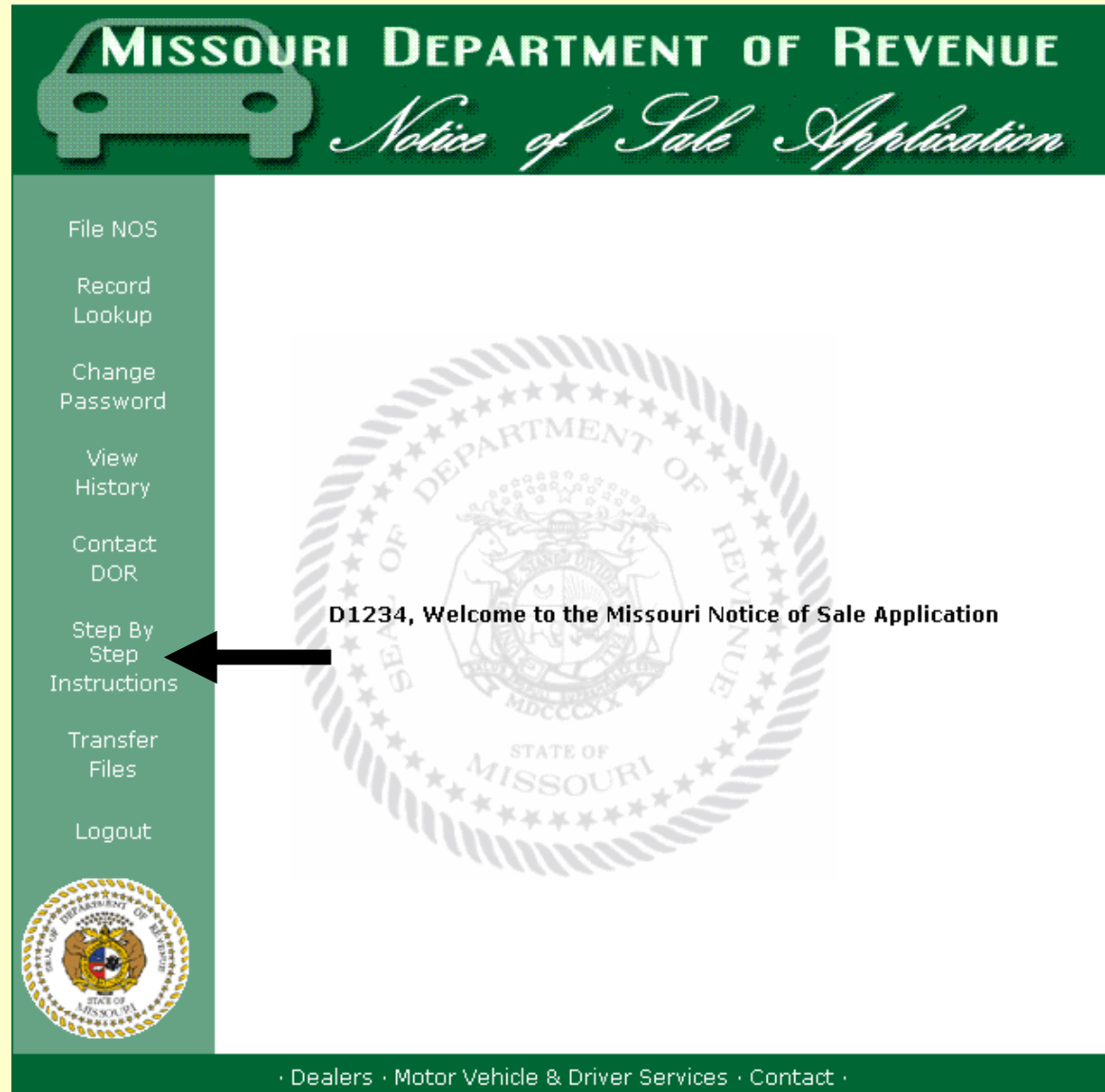
Email Subject NOS - Administrative Account/Password Issues
Email Content Test Only

DEPARTMENT OF REVENUE
STATE OF MISSOURI

· Dealers · Motor Vehicle & Driver Services · Contact ·

Step by Step Instructions

Step 1: To view step by step instructions regarding the Notice of Sale Application, click "**Step by Step Instructions**" on the left-hand side bar.



Step by Step Instructions

Step 2: For detailed, step-by-step instructions, just click on the topic you need help with.



MISSOURI DEPARTMENT OF REVENUE

Notice of Sale Application

[File NOS](#)
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[Contact DOR](#)
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[Transfer Files](#)
[Logout](#)



Step-By-Step Instructions & Help

For detailed, step-by-step instructions, just click on the topic you need help with.

- [Looking Up Records](#)
- [Filing A Notice of Sale](#)
- [Changing Your Password](#)
- [Viewing Transaction History](#)
 - [Logging Out](#)
 - [Filing A Sales Report](#)
- [Contacting the Department of Revenue](#)

Administrator-Only Functions

- [Updating Dealer Information](#)
 - [Managing Users](#)
- [Resetting A User's Password](#)

[Back to Top](#)

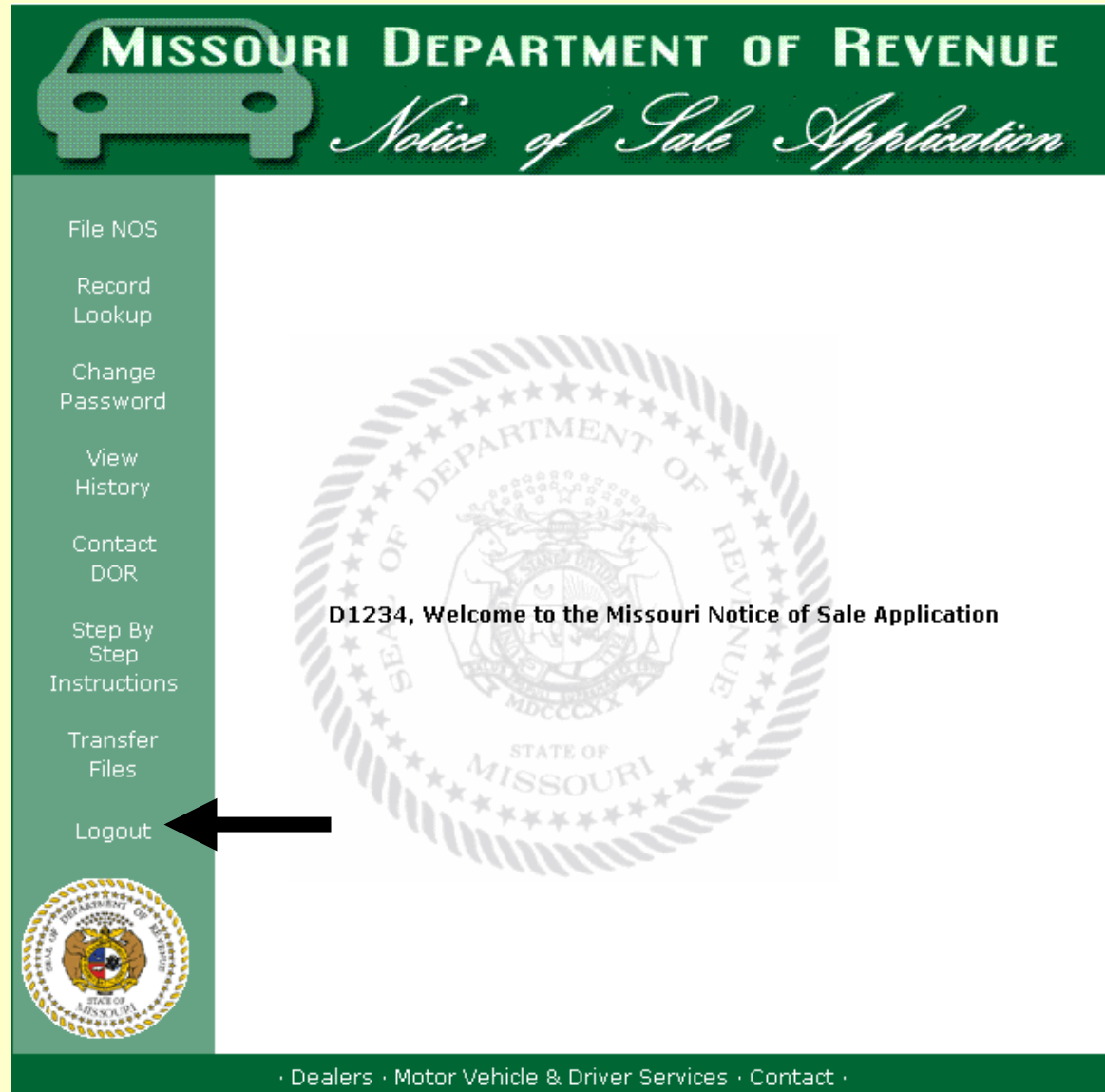
STEPS TO LOOKUP A RECORD

STEP 1

Your options are listed on the left-hand side bar. Please click "Record Lookup."

Logout

Step 1: To logout, click **"Logout"** on the left-hand side bar.



Rescinded Sales

A sale may be rescinded after it is reported if the dealer submits a copy of the NOS form or original sales record from the department's sales reporting system to the Dealer Licensing Section with the following information recorded on it:

- a. "Rescinded Sale;"
- b. Signature of dealer's agent; and
- c. Date rescinded.

Once the electronic sales reporting system is fully operational, you will be able to rescind a sale electronically. You will be notified when this enhancement is available.

Amended Sales

A sale may be amended (i.e., name changed, etc.) if the dealer submits a copy of the NOS or original sales record from the department's sales reporting system to the Dealer Licensing Section with the following information recorded on it:

- a. "Amended Sale;"
- b. Amended information with a line drawn through the incorrect information;
- c. Signature of dealer's agent; and
- d. Date amended.

Sales Report Corrections

If you use the Internet NOS system, front-end edits will alert you at the time you enter the data of any errors.

If you use the HTTPS Electronic Dealer Sales Reporting System, the department is creating an online error file for you to utilize to correct any errors that are in the file. You will be notified on the home page when online correction is available. Until then, you will receive an e-mail from the department for manual correction.